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GENERAL MEMORANDUM NO. 0003-13

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Subject Matter: **ALL GOVERNMENT VEHICLES**

Distribution List: All Agencies of the Executive Branch, Authorities, Legislature of American Samoa, and the Judicial Branch

General Purpose: To establish vehicle policies to govern and regulate the use of all Executive Branch Vehicles in an attempt to reduce government spending inherent in fuel consumption and spare parts purchases to upkeep daily usage of said vehicles often used predominantly for non-government purposes

Policy Declaration: On January 11, 2013, starting at 4:00 pm, all Executive Branch vehicles will be parked at the Motor Pool Compound in Tafuna at the end of each operating day. No vehicle will be taken home by any government employee unless thoroughly justified by the Director or Acting Director demonstrating a "life or death" threat necessitating the use of the vehicle after hours. In the event authorization is granted to take the vehicle home, said vehicle will not be used for personal or family transportation to church service, shopping, or any other activity that is not related to the purpose for which the vehicle was permitted for 24 hours authorization. A list of the authorized 24-hours vehicles will be sent to the Department of Public Safety for enforcement with instructions to impound any government vehicle seen on the highway without the proper authorization permit.

The Directors and Acting Directors are authorized to take the assigned vehicles home to be used for official government business only and not for personal transportation of spouses, children, or family members.

Policy Parameters: The Director or Acting Director will bear the burden of justifying to the Governor the need for the 24-hour pass authorization. This justification must be supported by a thorough description of the service which will be impacted without the use of the vehicle on a 24/7 basis. Further, the director and acting director will develop internal policies to regulate the use of assigned vehicles for agency businesses during working hours. Appropriate Vehicle Use Logs will be maintained and daily updated containing information on fuel consumption, ancillary expenses for repairs, number of millage consumed during each working day, and additional



information connected with the use of the vehicle particularly if the vehicle was involved in an accident.

The Director/Acting Director will set internal policies particular to the process and procedures to ensure that all agency vehicles are transported and parked at the Motor Pool Compound after each work day and vehicle pickup at the start of the work day.

The Director/Acting Director of Public Works, through its Motor Pool Division, will develop and distribute policies and procedures connected with the handling of agency vehicles when they are turned in and picked up each work day along with monitoring and securing the vehicles while parked at the compound. These policies and procedures will be distributed to all agencies.

The Directors and Acting Directors will bear the responsibility for any incurred violations given their overall duty to promote clear awareness regarding the existence of this policy. Nevertheless, the driver of the government vehicle who is involved in the accident will bear the financial cost of repairing the vehicle or the full replacement value based on the Blue Book Value if the vehicle is declared a "total loss". Moreover, the employee will also be held responsible for awards resulting from any personal injury law suits filed against the American Samoa Government resulting from the accident. If the employee is exonerated by Court Decree supported by the Policy Investigative Report, the employee will be absolved from any financial liability connected with the accident.

The Commission of Public Safety is herein authorized and instructed to impound all government vehicles not authorized for 24/7 use. Impounded vehicles are to be parked at the Public Safety Compound in Fagatogo for retrieval by the Director or Acting Director of the agency to which the impounded vehicle is assigned the next work day. If the vehicle was impounded during the weekend it will remain parked in front of the Police Station in Fagatogo until the next work day.

When the vehicle is impounded, the name of the driver and the time infraction was perpetrated is recorded for transmittal to the Director or Acting Director to support any disciplinary action that is recommended in the American Samoa Government Personnel Manual and conduct unbecoming a public servant.

The Commissioner of Public Safety is herein advised to develop a 24/7 User Sticker that is easily identifiable by the Public Safety Officers to be displayed clearly on each government vehicle authorized for afterhours use. A log of all authorized 24/7 vehicles should be readily accessible to Public Officers to facilitate enforcement of this policy.

Policy Exemptions: Vehicles of the Legislature of American Samoa, the Judiciary Branch, and Authorities are exempted from this policy declaration. Nevertheless the Authorities and the exempt agencies are cautioned to adopt the spirit of these



policies to contain the costs resulting from fuel consumption, vehicle repair expenses, and acceleration in the vehicle depreciation due to overuse caused not be official business but personal business. The exempt agencies are Department of Public Safety, Homeland Security, and the Department of Health.

Policy Duration: This policy will be in effect and will continue indefinitely unless superseded by an amending policy declaration.

Policy Authorization: Pursuant to Article IV, Section 6 of the Revised Constitution of American Samoa, I hereunder affix my signature affirming the establishment of this new policy to regulate the conduct of Executive Branch use of cell phones and other portable communication devices aim to reduce government waste of limited financial resources.

Lolo M. Moliga
Lolo M. Moliga, Governor of American Samoa

01/03/2013
Dated

<NOTHING FOLLOWS>